

PERSONAL PREPAREDNESS

To ensure successful emergency response and recovery operations, emergency management professionals have found it important to also address the needs of employees. It is difficult for staff to commit and concentrate when they are preoccupied with their own personal problems. Your staff should be aware of the Y2K problem and how it can affect their personal lives. They should prepare as they would normally for a potential temporary outage in services such as might happen during a weather event. The basic minimum level of preparedness includes:

- Batteries for flashlights and radios
- A 3-day supply of water and nonperishable goods
- At least half a tank of gas in the car.

POINTS TO REMEMBER:

- Keep the city/county emergency director informed of your organization's plans.
- Have staff on duty and ready to respond to any unexpected problems on Dec. 31, 1999 and during the New Year's weekend.
- Prepare personal contingency plans.
- Stockpiling isn't necessary and, in fact, may create more problems than it solves.

WHERE CAN I GET ADDITIONAL INFORMATION ABOUT CONTINGENT PLANS?

Contingency & Consequence Management Planning for the Year 2000 Conversion

A Guide for State & Local
Emergency Planners

Getting Ready for Y2K: A Workshop for Emergency Management

Information for the emergency
management community

Call 800-480-2520

www.y2k.gov

The President's Council on Year 2000
Conversion

www.year2000.com

Year 2000 Information Center

www.fema.gov/y2k/

FEMA Year 2000 Issues

www.usfa.fema.gov/y2k

USFA's Y2k Info Center
(301) 447-1328

www.redcross.org

American Red Cross

USFA
UNITED STATES FIRE ADMINISTRATION

**CONTINGENCY
PLANNING**

Y2K

"ARE YOU READY"



Federal Emergency Management Agency

WHAT IS A CONTINGENCY PLAN?

It is a predetermined course of action for responding to possible equipment or system failures or malfunctions.

HOW WILL A CONTINGENCY PLAN BENEFIT MY ORGANIZATION?

Contingency plans for specific operations and an integrated, jurisdiction-wide Y2K emergency preparedness plan will help you:

- Reduce the number of decisions to be made during response and recovery;
- Provide and resume critical services quickly;
- Minimize the impact of a disruption on public health and safety, and
- Restore all city services to acceptable levels in a timely and cost effective manner.

WHY DOES MY ORGANIZATION NEED A Y2K CONTINGENCY PLAN?

The Y2K problem is a unique risk for emergency services. Nothing like it has been experienced before. This makes a contingency plan a key feature of prudent planning.

DO YOU HAVE A CONTINGENCY PLAN IN PLACE?

Whether you call it "consequence management" or "contingency plan" it is vital that you have one in place for your critical systems. FEMA advocates a comprehensive approach to emergency planning. This approach is valid for the Y2K problem BUT remember there are differences with Y2K.

- It could affect many local, State, and even international jurisdictions at the same time
- It could affect many different systems at the same time
- The magnitude of the problem could overtax local resources
- State and Federal resources may be overtaxed
- Resources usually available, particularly from other jurisdictions, could be affected

Because of these unique features of the problem, you should at least develop a Y2K hazard-specific attachment to your emergency plan.

Consider what resources might be unavailable, and what alternative provisions you could make to continue to provide services to meet public safety needs. Ensure, to the extent possible, that you can deal with any emergencies without outside assistance.

STEPS IN DEVELOPING A CONTINGENCY PLAN?

Objective of the plan: The objective for responding to problems, maintaining an acceptable level of service, and minimizing the threat to the public and infrastructure.

Identifying your levels of service:

Normal - continue to provide the same or equal level of service normally provided.

Degraded - provide a level of service that is less than the level provided during normal service.

Simplified - providing a different level of service than the level provided during normal service.

No service - ceasing service

Criteria for Activating Plan: Specific, definitive, automatic criteria for activation.

Roles, Responsibilities, Authority: designate team leaders, members and their responsibilities. Identify alternates.

Procedures for Operation: List detailed procedures for operating in contingency mode.

Resources to Support Emergency Operations: Obtain, or arrange for the availability of, the supplies and equipment necessary to operate under the plan.

Criteria for Returning to Normal Operations: Define clear and automatic criteria for existing contingency mode.

Estimate Cost of Plan: Document estimate cost of activating and implementing the plan remembering the possible length and severity of the problem.

Testing the Plan: Conduct a hands-on run-through of the plan before it is needed to see if it works.

Post-Emergency Plan: Schedule a staff debriefing after the plan has been implemented. Note lessons learned and make corrections as necessary to plan.
